



SAMPLE FORMAT FOR ORDERS AND DETAILED REPORTS

Directive 3 - 101

Date Issued: July 2013 Amends/Cancel: Chapter III Sec 2

I. PURPOSE

The purpose of this Directive is to establish a standard format for issuing an order or detailed report.

II. POLICY

All members of the Department of General Services Maryland Capitol Police (DGS-MCP) will use the following guidelines when generating an order or detailed report.

III. PROCEDURES

A. FORM

1. All orders and detailed reports will be issued on 8-1/2" x 11" paper, the first sheet of which will bear the appropriate official letterhead.
2. The date of issuance will be centered two and one-half inches from the top of the first page.
3. The left margin will be one inch.
4. The right margin will be one inch.
5. All text will be single spaced.
6. All paragraphs will be double spaced.
7. All pages will be numbered, except the first letterhead page. Such numbers will be centered one inch from the bottom of the page.
8. The entire Directive is to be written in third person (he, it, they). Use of the second person (you) is unacceptable.

NOTE: The use of the masculine pronoun in these guidelines or in any written Directive is understood to be for clerical convenience only, and it is further understood that the masculine pronoun or adjective will be construed to include the feminine unless otherwise specified.

C. SECOND PAGES – whenever a second or subsequent page is needed, the following applicable identification will be typed in the upper left corner.

ORDER NO. 13-01 (Continued)

D. DETAILED REPORTS – See Samples, Figures 1, 2, and 3.

SAMPLE

Figure 1 – 1st Page Letterhead

Department of General Services Maryland Capitol Police

(410) 974-3414

(2 line spaces)

Annapolis Detachment
29 St. John's Street
Annapolis, Maryland 21401

(4 line spaces)

September 4, 2012

(7 line spaces)

TO: Captain John Q. Smith, Commander, Annapolis Detachment, DGS-MCP

(2 line spaces)

SUBJECT: Request for Training

(2 line spaces)

Due to the recent increase in thefts in the Complex, I would like to attend a workshop sponsored by the Maryland Community Crime Prevention Institute. The workshop is entitled, "Outsmarting Crime." It is being held from September 24, 2012 to September 27, 2012 in Beltsville, Maryland.

(2 line spaces between all paragraphs)

I have enclosed the DGS-MCP Form 9, "Request for Training" and a brochure outlining the course description, cost and accommodations for the four day workshop.

(2 line spaces between all paragraphs)

Considering the valuable aids this class offers, I am hopeful this request will be given favorable approval.

(4 line spaces)

Andrew Jones
Sergeant
DGS-MCP

(2 line spaces)

SAMPLE

Figure 2 – Subsequent Page(s)

(1 inch from top of page)

Captain John Q. Smith – September 4, 2012

SUBJECT: Request for Training

Subsequent pages of the report, including those used for endorsements, are headed in this manner. When endorsements are carried over to a second page, “_____Endorsement (Continued)” should appear as a part of the heading two line spaces below “Subject.” The guides for spacing are the same on second and subsequent sheets as they are for the first sheet.

(4 line spaces)

Signature
Rank
DGS-MCP

- 2 -

(one inch from bottom of page)

SAMPLE

Figure 3 – Endorsement(s)

Department of General Services Maryland Capitol Police

SUBJECT: Request for Training

Annapolis Detachment September 4, 2012

TO: Captain John Q. Smith, Commander, Annapolis Detachment,
Department of General Services Maryland Capitol Police

FORWARDED: Approved.

(4 line spaces)

Allen Armstrong
Commander
DGS-MCP